



# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 2

Statutory Notifications and Orders issued by  
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NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

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## NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

## JUDICIAL NOTIFICATIONS

**The Tamil Nadu State Transport Appellate Tribunal Destruction of Records, Registers, Books and Papers of Appeals and Revision Petitions Rules, 2024.****(Letter No: 986/A1/2023)**

No. SRO C-20/2024.

In exercise of the powers conferred by Section 3 of the Destruction of Records Act, 1917 (Central Act V of 1917), read with Rule 163-A of the Tamil Nadu Motor Vehicles Rules, 1989, and of all other powers thereunto enabling the State Transport Appellate Tribunal, Chennai with the previous approval of the Government of Tamil Nadu in Letter (Ms) No.324/Tr.V/2023-1, dated 04.06.2024, hereby makes the following rules to regulate the destruction of Appeal and Revision records, registers, books and papers of the State Transport Appellate Tribunal, Chennai.

## RULES

These rules may be called as The Tamil Nadu State Transport Appellate Tribunal Destruction of Records, Registers, Books and Papers of Appeals and Revision Petitions Rules, 2024.

**1. Index paper to be opened:** An index as given in **Appendix A** shall be opened up and put up with the record of every Appeal and Revision case on its first institution and as and when each paper is filed with the case records of the Tribunal Proceedings, the same shall be entered in such Form of Index.

**2. Every paper in the Index to be numbered and marked off as appertaining to each part:** Every Appeal or Revision records shall, after its completion and immediately before it is deposited in the record room, be divided into parts as shown in the Table in **Appendix B** and to facilitate this division, each paper, shall, so soon as it is filed with the record, be numbered and marked off in the index as appertaining to one or another of such parts.

**3. Records to be divided into parts after deposit in the Record Room:** Every record, book and paper shall, after its completion, be deposited in the record-room. On being so deposited every record shall be divided into parts, each paper in the record shall be placed in its appropriate part with reference to the Table as shown in **Appendix B**

**4. Periods of retention of Records:** All Appeal and Revision records mentioned in these rules shall be, retained in the record room for the period prescribed for each as shown in the Table in **Appendix C** counting from the date of completion of the record.

**5. Periods of retention of Tribunal Registers etc:** All registers, books, and papers mentioned in these rules shall be, retained in the record room for the period prescribed for each as shown in the Table in **Appendix D** counting from the date of completion of the record.

**6. Calculation of the date on which the record has reached its completion:**

A record shall be taken to have reached its completion from the date of the final order of the Tribunal and in the event of a Revision or Appeal to the High Court or the Supreme Court, it shall be that of the final order on the Revision or Appeal of the High Court or the Supreme Court as the case may be and in the case of Registers the period shall be calculated from the date of last entry in them.

**7. Unfiled documents to be kept apart and destroyed :** The other documents as shown in **Part IV of Appendix B** which have been produced by parties but have either not been tendered in evidence, or, having been tendered in evidence, have been rejected, shall be kept apart from the record of Tribunal proceedings to which they belong and shall, if not reclaimed by the party who produced them, be retained in the Tribunal in which they were produced for a period of one year from the date of the final order of the Tribunal in the Appeal/Revision proceeding in which the documents were produced, and shall, at the expiration of that period, be destroyed in the manner prescribed in these rules for destruction of records.

7.1. To enable parties who have produced or filed documents in the Appeals and Revisions Petitions before the Tribunal, to withdraw the same before their destruction, a notice shall be published in Judicial Form No 1 as shown in Appendix E in the Tamil Nadu Government Gazette in January or July of each year and a copy shall also be affixed to the Notice Board of the office of the Tribunal, specifying the documents produced or filed by parties, and giving warning that unless previously reclaimed by the parties duly entitled, destruction will, without fail ensue.

7.2.No application is necessary for the return of the documents produced, which have either not been tendered in evidence, or, if tendered; have been rejected. It is sufficient if a receipt for their return is taken in the list with which they have been put up.

**8. Destruction of records, books and papers after prescribed periods:** All records, books and papers described in the tables given in **Appendix C and Appendix D** shall be destroyed without fail at the expiration of the periods respectively indicated against them.

Provided that documents produced in the Tribunal by Government officials or sent for by this Tribunal shall not be destroyed, but shall, if not previously returned, be transmitted to the responsible officers on the expiry of the period prescribed for their retention.

**9. Documents arise for destruction re-exhibited :** Where any document of which the destruction is ordered by these rules, is, before it has been destroyed, made evidence in any other case or proceeding, the rule regarding its destruction shall be the rule applicable to evidence filed in such case or proceeding where the period prescribed by such last-mentioned rule is in excess of the period prescribed by the rule which originally governed its destruction.

**10. Preservation of orders of the Tribunal:** A copy of every final order of the Tribunal certified by the Secretary as true copy shall be collected arranged in chronological order (the pages or sheets be numbered in consecutive series) and preserved in digitized form in the record room of the Tribunal as one volume for each year.

**11. Manner of Destruction of Records and publication in the Gazette:** When the dates fixed for destruction have arrived, the Secretary shall direct that the records, books and papers liable to be destroyed in the manner specified in the here under: -

(a) Whenever records, books and papers liable to be destroyed under these rules, a complete list of the records, books and papers selected for destruction shall be prepared. It shall be the duty of the Record Keeper (or his Assistant, if there is one) to certify the correctness of these lists and the approval in writing of the Presiding Officer for the destruction to be obtained by the Secretary. The actual date of destruction shall be entered in the list and attested by Secretary.

(b) The Secretary, under orders of the Presiding Officer, shall direct the transfer of any paper from one part to another for which a longer period of retention or permanent retention is prescribed, in which case the fact shall be noted in the Index and the paper dealt with as though it had belonged from the commencement to the part to which it may be so transferred. The Secretary, under orders of Presiding Officer, may similarly direct the retention for a longer period or permanently of records, books and papers which the Secretary consider likely to be useful in the future as containing the results of inquiries or other information or the opinions of experienced officers in matters connected with the general administration of justice.

(c) Notice of destruction shall be given in the month of January or July succeeding one year from the date of expiry of the period of retention referred to in this rule and also by affixing to the Notice Board of the Tribunal (at the time of publication in the Gazette) a copy of the notice published in the Tamil Nadu Government Gazette.(Judicial form 2 of Appendix E)

(d) With the exception of the Tamil Nadu Government Gazette, which may be sold 'in tact' as waste paper, all other records, books and papers shall under the direction and in the presence of the Secretary to the Tribunal, be torn into pieces and mixed up so as to prevent any record being reassembled, and sold as waste paper.

(e) Full details should be maintained permanently in the Tribunal of the all the records destroyed from time to time.

**12. Rules applicable only to Judicial records:** The above rules do not apply to non-Judicial records, such as Gazette files, etc., but apply only to the Judicial records of the Tribunal. The Administrative Records and Account Books pertaining to this Tribunal has to be made with reference to Tamil Nadu Government Office Manual.

**13. Registers prescribed:** In order to facilitate the work of destruction of records, there shall be maintained in the Tribunal Office and Record Room of the Tribunal, digitized Registers in the Form as shown in **Appendix E** including manual Registers as may be decided by the Presiding Officer of the Tribunal.

**14. Duties of the Record Keeper:**

The Record Keeper shall

- (a) verify the record by running over the page numbers at the top of each paper ;
- (b) then deal it into Parts I to III and tie up each separately ;
- (c) verify the date on which Part I and II has to be destroyed and enter below it any remarks as to the destruction of other papers which he thinks necessary. The date of being shown in a prominent place, there will generally be no occasion to open the bundle again until the time for destroying Part I and II has arrived;
- (d) when Part I and II (or any other part) has been destroyed, the fact should be noted on the index and the date on which the next part or document has to be destroyed should be substituted;
- (e) when any exhibit or any record is returned, the fact and the date should be entered in the remarks column;
- (f) when material papers are sent to the High Court/Supreme Court, new page numbers should not be given but they should be entered in the list according to their old number, and the total number of papers sent, shown at foot of the list.

Chennai-104.  
11th June 2024.

M.SELEYAN,  
Secretary(I/c),  
Chennai State Transport Appellate Tribunal.

**APPENDIX****A****FORM OF INDEX**

APPEAL/ REVISION NO..... OF.....20 ON THE FILE OF STATE TRANSPORT  
APPELLATE TRIBUNAL, CHENNAI

S.No	Description of the Papers filed by Parties	Date of Filing	Number of the Part of the record to which the Paper Appertains	Page Nos.	Remarks

**APPENDIX****B**

**TABLE SHOWING THE DIVISIONS OF THE APPEAL/REVISION RECORD AND THE DESCRIPTION OF THE PAPERS FOLLOWING UNDER EACH DIVISION**

**PART – I**

S.No.	Description of the Paper	Page No.
1.	Index in Form No.1-A	
2.	Orders (Original and Appellate) including spare copies or Certified Copies.	
3.	Memorandum of Appeal with Grounds, Revision Petitions, Postal Acknowledgement for receipt of Original Order, Treasury Receipts of Court Fees, Vakalatnama, Para-Wise Remarks of the respondent Authorities, Adjudication Notes Papers/Dockets in Appeals and Revisions, Memos, Orders/Directions of High Court, Supreme Court connected with the Appeals and Revisions.	

**PART - II**

S.No.	Description of the Paper	Page No
1.	Postal Acknowledgment of Copies of Memorandum of Appeals/ Revision Petitions sent to the Respondents by the Appellant/Revision Petitioner	
2.	Office Copies of Tribunal Notices to parties with Acknowledgments in Appeals and Revision Petitions	
3.	List of Documents (Typed Set), Citations (Typed Set) filed,	
4.	Written arguments of both sides.	
5.	Tribunal Orders in Interlocutory Applications, Application with Affidavit, Adjudication Notes of Papers, Notices, Postal Acknowledgments and documents in original and xerox filed in each and every Interlocutory Applications such as Stay Petitions, LR petitions and condonation of delay in LR Petitions, Adjournment petition, etc, IAs wise to be Indexed. Orders of Tribunal on registration, court fee etc.	
6.	Application for certified copies of documents or orders in Form IV and connected papers	
7.	Application for inspection of documents or orders in Form V and connected papers	
8.	Other Letter Correspondences relating to Appeals, Revision Petitions and IAs and all papers not already specified	

**PART -III****List of Documents/records filed and returned.**

S.No	Date of filing	Nature/Description of Documents	By whom Produced	When Returned	Page No.
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**PART - IV****List of Unfiled documents to be kept apart and destroyed**

S.No	Nature/ Description of Documents	Date of receipt of return of documents	Date of Notice of destruction in Gazette Publication and simultaneous affix on the Notice Board and Gazette Publication.	Page No.
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**APPENDIX****C****TABLE SHOWING THE PERIODS PRESCRIBED FOR THE RETENTION OF VARIOUS PARTS OF THE RECORDS IN THE APPEAL AND REVISION PROCEEDINGS.**

S.No.	Name of the Proceedings	Number of years for which records are to be retained	
1.	Index in Form No.1-A	Permanent	
2.	Appeals and Revisions	Part I	Part II
		10 years	5 years
3.	Other unspecified Records relating to Tribunal Proceedings	5 Years	

## APPENDIX

## D

TABLE SHOWING THE PERIODS PRESCRIBED FOR THE RETENTION OF THE  
VARIOUS TRIBUNAL REGISTERS, BOOKS AND PAPERS

S.No.	Nomenclature of the Tribunal Registers, Books And Papers	Number Of years for which the registers etc to be retained	Registers Shown in APPENDIX E -FORM No.
1.	Register for Recognised/Registered Clerks of Advocates	5 Years	Administrative Form No.1
2.	Institutional fee Receipt Register	20 Years	Administrative Form No.2
3.	Register of Documents and Court Fee Stamps	3 Years	Administrative Form No.3
4.	Daily Register of Court Fee Stamp	3 Years	Administrative Form No.4
5.	Appeal /I.A. Return Register	3 Years	Administrative Form No.5
6.	Revision Petition /I.A. Return Register	3 Years	Administrative Form No.6
7.	Appeal Register	Permanent	Administrative Form No.7
8.	Revision Petition Register	Permanent	Administrative Form No.8
9.	Register of Miscellaneous Applications (I.A Register)	12 Years	Administrative Form No.9
10.	Hearing Book	5 Years	Administrative Form No.10
11.	"A" Diary Register	5 Years	Administrative Form No.11
12.	Register for stayed cases	10 Years	Administrative Form No.12
13.	Order book of the Tribunal	Permanent	Administrative Form No.13
14.	Copy application Register	3 Years	Administrative Form No.14
15.	Examiner Register	3 Years	Administrative Form No.15
16.	Register of Fair copying work/ Issue Register of Tribunal Orders.	5 Years	Administrative Form No.16
17.	Brought forward register of pending Appeal Petitions in the Tribunal.	5 Years	Administrative Form No.17
18.	Brought forward register of pending Revision Petitions in the Tribunal.	5 Years	Administrative Form No.18
19.	Register of applications for return of documents	5 Years	Administrative Form No.19
20.	Register of Application for Inspection of documents or orders	5 Years	Administrative Form No.20
21.	Record Issue Register	Permanent	Administrative Form No.21
22.	Record Receive Register	Permanent	Administrative Form No.22
23.	Appeal Record Destruction Register	Permanent	Administrative Form No.23
24.	Revision Petition Record Destruction Register	Permanent	Administrative Form No.24
25.	Register of Despatch	3 Years	Administrative Form No.25
26.	Register of Receipt of Orders of High Court and Supreme Court	10 years	Administrative Form No.26
27.	Register for Submission of Periodical Returns(Yearly/Half Yearly/Quarterly and Monthly)	5 Years	Administrative Form No.27
28.	Other unspecified Registers etc. relating to Tribunal proceedings	3 Years	-
29.	Correspondence with the High Court on important matters and the Orders of the High Court thereon, including administration reports received from the High Court and Government	Permanent	-
30.	Statements/Periodical Returns (Yearly/Half Yearly/Quarterly and Monthly)	5 Years	-

**APPENDIX - E**

Judicial Form No - I

[See Rule 7.1]

IN THE STATE TRANSPORT APPELLATE TRIBUNAL, CHENNAI

R.No.....dated .....

**NOTICE TO TAKE BACK DOCUMENTS**

Notice is hereby given that the Parties who have filed any documents, books etc in the Appeal cases and Revision Petitions listed here below are required to apply to the Secretary of this Tribunal to take back into their custody the said documents, books etc within three months from the date of publication of this notification in the Tamil Nadu Government Gazette failing which the documents will be destroyed along with the case records.

Secretary

To,

.....

**APPENDIX - E**

JUDICIAL FORM No - II

( See Rule 11(c) )

DESTRUCTION OF RECORDS IN THE OFFICE OF THE STATE TRANSPORT APPELLATE TRIBUNAL, CHENNAI

Lr.No.\_\_\_\_\_ Dated:\_\_\_\_\_

No.\_\_\_\_\_

It is hereby notified for the information of parties that under the rule for the Destruction of Part I and Part II records framed by the State Transport Appellate Tribunal under the Tamil Nadu State Transport Appellate Tribunal Destruction of Records, Registers, Books and Papers of Appeals and Revision Petition Rules, 2024, that any documents, files, records etc. produced by them and filed as exhibits in Appeal Petitions and Revision Petitions mentioned in the Schedule hereto and all other documents which have been tendered but either have not been taken or rejected in the Appeal Petitions and Revision Petitions enumerated below will unless previously claimed be destroyed within three months from the date of publication.

The parties who have filed any documents, files, records etc., in these cases should apply to the Secretary, State Transport Appellate Tribunal, Chennai for the return of documents, files, records, etc., within three months from the date of publication of this notification in the Tamil Nadu Government Gazette, failing which the documents will be destroyed along with the case records.

1.Year \_\_\_\_\_ to \_\_\_\_\_ - Part I and Part II Records of all Appeal  
Petitions and Revision Petitions.

State Transport  
Appellate Tribunal,(NAME)  
Secretary.

DATED:\_\_\_\_\_

## APPENDIX-E

## ADMINISTRATIVE FORM NO.1

## REGISTER FOR RECOGNISED/REGISTERED CLERKS OF ADVOCATES

S. No.	Name of the Recognised Clerk of Advocates	Father's Name	Residential address with contact number	Regn. No. Date of registration	Name of advocate under whom employed	Date of removal from Register	Remarks
1	2	3	4	5	6	7	8

## ADMINISTRATIVE FORM NO.2

## INSTITUTIONAL FEE RECEIPT REGISTER

S.No.	Date	Appeal or Revision Petition Number	Name and address of the Appellant / Petitioner	Name, enrolment number and cell number of the Counsel for Appellant/ Petitioner	Institution fee amount	Mode of Payment		Name of Bank, challan number, and date of payment of fees	Institution fee receipt number & date	Signature of the Secretary	Remarks
					Rs.	Offline	Online				
1	2	3	4	5	6	7	8	9	10	11	12

## ADMINISTRATIVE FORM NO.3

## REGISTER OF DOCUMENTS AND COURT FEE STAMPS

R.No.	Date	Description of documents pertaining to which case (Appeal/Revision) Petition	Documents presented by			Value of Court Fees stamp affixed on					Value of Non-Judicial Stamps		Initial of clerk or other person to whom document is consigned with date
			Name of the Counsel	Name of the Appellant/ Petitioner	RTA/ STA/ Others	Appeal/ Revision Petition	I.A. Petition	Vakalat	Other documents	Total Value of Court Fee Stamps	Tamil Nadu Advocate Welfare Fund Stamp	Tamil Nadu Advocate Clerks Welfare Fund Stamp	
						Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1	2	3	4	5	6	7(a)	7(b)	7(c)	7(d)	7(e)	8	9	10



**ADMINISTRATIVE FORM NO.4**

DAILY REGISTER OF COURT FEE STAMP

<i>S.NO.</i>	<i>DATE</i>	<i>Court fee stamps affixed</i>		<i>Court fee stamps affixed on copy application</i>		<i>Total stamps received</i>		<i>Signature of the Secretary</i>
		No. of stamps	Value Rs.	No. of stamps	Value Rs.	No. of stamps	Value Rs.	
1	2	3	4	5	6	7	8	9

**ADMINISTRATIVE FORM NO.5**

APPEAL / I.A. RETURN REGISTER

<i>S.No.</i>	<i>R.No.</i>	<i>Date</i>	<i>Subject</i>	<i>Reason for Return</i>	<i>Name of the Counsel</i>	<i>To whom the application returned with name, signature and date</i>	<i>Due Date for re-presentation</i>
1	2	3	4	5	6	7	8

**ADMINISTRATIVE FORM NO.6**

REVISION PETITION / I.A. RETURN REGISTER

<i>S.No.</i>	<i>R.No.</i>	<i>Date</i>	<i>Subject</i>	<i>Reason for Return</i>	<i>Name of the Counsel</i>	<i>To whom the application returned with name, signature and date</i>	<i>Due Date for re-presentation</i>
1	2	3	4	5	6	7	8

**ADMINISTRATIVE FORM NO.7****APPEAL REGISTER****FORM No.1****TNMV Rules**

[See rule 7(4)]

<i>Number</i>	<i>Number in the distribution register</i>	<i>Date of receipt by clerk</i>	<i>Subject</i>	<i>From whom and outside number and date</i>	<i>Name of respondents</i>	<i>Reference issued - Date of calling for remarks including stay Orders, if any</i>	<i>Reference issued</i>	<i>Replies</i>	<i>Date of hearing</i>	<i>Result with date</i>	<i>Nature of disposal namely:- L.Dis or D.Dis</i>	<i>Number and result of Writ or C.R.P</i>	<i>Number and result of Writ Appeal</i>	<i>Number and result of Civil Appeal</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

**ADMINISTRATIVE FORM NO.8****REVISION PETITION REGISTER****FORM NO.II****TNMV Rules**

[See rule 7(4)]

<i>Number</i>	<i>Number in the distribution register</i>	<i>Date of receipt by clerk</i>	<i>Subject</i>	<i>From whom and outside number and date</i>	<i>Name of respondents</i>	<i>Reference issued- Date of calling for permits including stay Orders, if any</i>	<i>Reference issued- if any</i>	<i>Replies</i>	<i>Date of hearing</i>	<i>Result with date</i>	<i>Nature of disposal namely L.Dis or D.Dis</i>	<i>Number and result of Writ or C.R.P</i>	<i>Number and result of Writ Appeal</i>	<i>Number and result of Civil Appeal</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

**ADMINISTRATIVE FORM NO.9**

**REGISTER OF MISCELLANEOUS APPLICATIONS (I.A.REGISTER)**

S. No.	Date	I.A. Petition Number	Connected Appeal or Revision Petition Number	Name of the Appellant/ Petitioner and name of the Counsel	Name of The Respondent	Purpose of the I.A.	Under which rule the I.A. Petition is filed	Hearing date	Result With Date	Remarks
1	2	3	4	5	6	7	8	9	10	11

**ADMINISTRATIVE FORM NO.10**

**HEARING BOOK**

DATE:

Appeal Petition/ Revision Petition	Subject	Section	Previous hearing date	Date of which adjourned
1	2	3	4	5

**ADMINISTRATIVE FORM NO.11**

**“A” DIARY REGISTER**

**STATE TRANSPORT APPELLATE TRIBUNAL, CHENNAI-104**

**PRESENT:**

DATE:

S.NO.	CASE NO.	SECTION	ADJUDICATION
1	2	3	4

## ADMINISTRATIVE FORM NO.12

## REGISTER FOR STAYED CASES

S.No.	Appeal No./ Revision Number	Subject	Stayed by which order of the High Court/ Supreme Court	Details of Stay			Next hearing date	Final result of the stay
				Case No. of the High Court/ Supreme Court	Date of order	Reason for Stay		
1	2	3	4	5	6	7	8	9

## ADMINISTRATIVE FORM NO.13

## ORDER BOOK OF THE TRIBUNAL

DATE:

Appeal No. / R.P. No.	Name of the Appellant / Petitioner	Name of the Respondent	Name of the Objectors	Impugned order under Appeal / Revision Petition	Vehicle No. involved and class of vehicle i.e. (Stage carr. / contract carr. goods. carr.)	Classification of Appeal / R.P (Grant of permit / renewal of permit / etc. replacement etc.,)	Issues involved	Nature of Disposal with date (AFT)	Otherwise Disposal	W.P. No. or CRP No. if any filed against Tribunal's order	Location of E-file copy of certified final order / scanned copy of final order
1	2	3	4	5	6	7	8	9	10	11	12

**ADMINISTRATIVE FORM NO.14**  
**COPY APPLICATION REGISTER**

Date	Copy Application Number	Appeal / Revision Petition/Misc. Petition (I.A) Number	Name of Applicant & Counsel with Enrolment Number	Description of Document/orders	If Returned to party for not in the proper form		Date of receipt of originals from the section / record room	Charged			Court Fee Stamp		Given to Copyists		Given to Examiners/ Concerned Section Clerk		Copy Ready			Date of delivery copy and return of unused stamps.	Signature of Counsel/Regd. Clerk of Adv.
					Date of Return	Date of representation		When called for	When deposited	Number of Stamps	Number of Stamps	Value Rs.	Date.	Initials.	Date.	Initials.	Date	Number of stamps			
1	2	3	4	5	6	7	8	9	10	11	11A	11B	12	13	14	15	16	17	18	19	20
																		Used	Unused		

**ADMINISTRATIVE FORM NO.15**  
**EXAMINER REGISTER**

S.No.	Date	Appeal /Revision Petition/ Miscellaneous Petition	When application for certified copy received by Examiner	When Given by Examiner for copying	When Examiner received the copy	When compared the certified copy with original	When sent for Secretary's signature	When received back from Secretary after signature	Date of delivery by concerned clerk
1	2	3	4	5	6	7	8	9	10

**ADMINISTRATIVE FORM NO.16**

## REGISTER OF FAIR COPYING WORK/ISSUE REGISTER OF TRIBUNAL ORDERS

<i>Appeal/Revision Petition/ Miscellaneous Petition(I.A) Number</i>	<i>Date of Judgment or Order</i>	<i>When given by the Judge to the Bench Clerk</i>	<i>When sent by the Bench Clerk to fair- copying</i>	<i>When fair- copied</i>	<i>When given for comparing</i>	<i>When sent for Secretary's signature</i>	<i>When received back from Secretary after signature</i>	<i>Date of delivery by concerned clerk</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**ADMINISTRATIVE FORM NO.17**

## BROUGHT FORWARD REGISTER OF PENDING APPEAL PETITIONS IN THE TRIBUNAL

<i>S.No.</i>	<i>Date</i>	<i>Appeal Petition No.</i>	<i>Date of Filing</i>	<i>Whether date of filing is more than a year</i>	<i>Brought forward from current register S.No. and Year</i>	<i>Remarks</i>
1	2	3	4	5	6	7

**ADMINISTRATIVE FORM NO.18**

## BROUGHT FORWARD REGISTER OF PENDING REVISION PETITIONS IN THE TRIBUNAL

<i>S.No.</i>	<i>Date</i>	<i>Revision Petition No.</i>	<i>Date of Filing</i>	<i>Whether date of filing is more than a year</i>	<i>Brought forward from current register S.No. and Year</i>	<i>Remarks</i>
1	2	3	4	5	6	7

**ADMINISTRATIVE FORM NO.19**

## REGISTER OF APPLICATIONS FOR RETURN OF DOCUMENTS

<i>Date of Application for return of Documents</i>	<i>I.A.No/ R.No</i>	<i>Case No. (Appeal/ Revision Petition)</i>	<i>Name of applicant and status of the applicant (Whether appellant/ respondent/ objector)</i>	<i>Description of the documents</i>	<i>Type of substituted documents (Xerox, Certified copies etc..)</i>	<i>Date of order of Tribunal for return and substituted documents</i>	<i>Signature of Party</i>	<i>Remarks</i>
1	2	3	4	5	6	7	8	9

**ADMINISTRATIVE FORM NO.20**

## REGISTER OF APPLICATION FOR INSPECTION OF DOCUMENTS OR ORDERS

<i>Date of Application for inspection of documents or Orders</i>	<i>I.A. No/ R.No</i>	<i>Case No. (Appeal/ Revision Petition)</i>	<i>Name of applicant and status of the applicant (Whether appellant/ respondent/ objector)</i>	<i>Description of the documents or orders</i>	<i>Date of order of Tribunal for Inspection of Documents or orders</i>	<i>Signature of Party</i>	<i>Remarks</i>
1	2	3	4	5	7	8	9

**ADMINISTRATIVE FORM NO.21**

## RECORD ISSUE REGISTER

<i>S.No and Date of request of the clerk</i>	<i>Case No. (Appeal/ Revision Petition)</i>	<i>Date of Issue from Record Room</i>	<i>Reason for want of record</i>	<i>Section Name and Signature of the Clerk received the record</i>	<i>Signature of the Record Keeper with date</i>	<i>Date of the Document return into the record room</i>	<i>Section Name and signature of the Clerk returned the record</i>	<i>Signature of the Record Keeper with date</i>	<i>Remarks</i>
1	2	3	4	5	6	7	8	9	10

**ADMINISTRATIVE FORM NO.22**

## RECORD RECEIVE REGISTER

<i>Appeal No. / Revision Petition Number</i>	<i>Number in the Distribution Register</i>	<i>Date of receipt of records by record clerk in the record room</i>	<i>Record received from whom</i>	<i>Remarks</i>
1	2	3	4	5

**ADMINISTRATIVE FORM NO.23**

## APPEAL RECORD DESTRUCTION REGISTER

<i>S.No</i>	<i>Year</i>	<i>Appeal No.</i>	<i>Name of the Appellant (Tvl)</i>	<i>Date of disposal of Appeal Petition</i>	<i>Date up to which to be retained</i>			<i>Date of Destruction</i>			<i>Remarks</i>
					<i>Part-I</i>	<i>Part-II</i>	<i>Part-III</i>	<i>Part-I</i>	<i>Part-II</i>	<i>Part-III</i>	
1	2	3	4	5	6	7	8	9	10	11	12

**ADMINISTRATIVE FORM NO.24**

## REVISION PETITION RECORD DESTRUCTION REGISTER

<i>S. No</i>	<i>Year</i>	<i>Revision petition No.</i>	<i>Name of the Appellant (Tvl)</i>	<i>Date of disposal of Revision Petition</i>	<i>Date up to which to be Retained</i>			<i>Date of Destruction</i>			<i>Remarks</i>
					<i>Part-I</i>	<i>Part-II</i>	<i>Part-III</i>	<i>Part-I</i>	<i>Part-II</i>	<i>Part-III</i>	
1	2	3	4	5	6	7	8	9	10	11	12

**ADMINISTRATIVE FORM NO.25**

## REGISTER OF DESPATCH

<i>Date</i>	<i>Dis.No.</i>	<i>Subject</i>	<i>To whom</i>	<i>Sent by Ordinary Post/Regd. Post/RPAD/Speed Post</i>	<i>Value of Postal stamp affixed Rs.</i>	<i>Total Amount Rs.</i>
1	2	3	4	5	6	7



**ABSTRACT**

S.No.	Mode of Despatch	Amount Rs.
1.	By Ordinary Post	
2.	By Regd. Post/R.P.A.D	
	Total	

S.No.	Stamp Account	Amount Rs.
1.	Opening Balance	
2.	Received	
3.	Total	
4.	Spent	
5.	Balance	

Secretary/STAT

**ADMINISTRATIVE FORM NO.26**

## REGISTER OF RECEIPT OF ORDERS OF HIGH COURT AND SUPREME COURT

S.No and Date	R.No and Section	Related Appeal/ R.P/ I.A No.	C.R.P/ W.P/ W.A.No	Nature of the order with date	Date of restoration of order into the respective file	Signature of the concerned clerk	Signature of the Secretary	Remarks
1	2	3	4	5	6	7	8	9

**ADMINISTRATIVE FORM NO.27**

## REGISTER FOR SUBMISSION OF PERIODICAL RETURNS (YEARLY/HALF YEARLY/QUARTERLY AND MONTHLY)

S.No	Date	Pdl No.	Type of Pdl.				Subject	To whom	Pdl. sent on	Remarks
			Monthly	Quarterly	Half yearly	Yearly				
1	2	3	4	5	6	7	8	9	10	11